

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Professions Licensure
Drug Control Program
250 Washington Street, 3rd Floor
Boston, MA 02108

Tel: 617-973-0800
TTY : 617-973-0988
www.mass.gov/dph/boards

Drug Control Program Policy on Drug Security for Ambulance Services

The Drug Control Program has provided this policy to clarify, for the Ambulance Services, what is expected of them, for the safe storage of controlled substances.

Each Ambulance Service shall have a drug security policy that includes procedures for the documentation, storage, access and inventory levels of Schedule II, Schedule III, Schedule IV, and Schedule VI drugs.

Ambulance Service must adhere to the following:

- Possess a current Hospital Affiliation Agreement
- Maintain a current list of all approved medications (Basic- list of schedule VI medications, Advanced - list of II, III, IV, VI medications)
- Ambulance doors are locked when the ambulance is not in use and keyed separately from cabinet doors
- Cabinets, or drug boxes, for the storage of Schedule II, III, and IV controlled substances, are uniquely keyed, or secured by a numbered seal(s)
- Schedule II, III, and IV controlled substances are properly secured either in the ambulance or the fixed facility and accessed by licensed Paramedics only
- A properly licensed Paramedic conducts a physical integrity examination, of the plastic numbered seal(s) at each change of shift for any signs of tampering and verifying the seal number(s) in the narcotic accountability inventory system by an off-going and an on-coming EMT-P.
- Schedule II, III, and IV controlled substance kits are opened at least once every seven days for a physical narcotic count/integrity examination of controlled substances by a licensed Paramedic
- All controlled substances, including schedule VI must be inspected monthly for expired or outdated substances
- An ALS Supervisor routinely (at least monthly) reviews all trip sheets and documentation where Schedule II, III, or IV controlled substances were utilized

- Wasted Schedule II, III or IV controlled substances are documented correctly in the narcotic accountability system by two Paramedics or one Paramedic and other authorized witness. All contaminated, refused, wasted, or expired Schedule VI controlled substances must be appropriately disposed and documented